

Meeting of the Unitarian Society of Santa Barbara Board of Trustees

Tuesday November 18, 2014

Jefferson Hall

Attendees: Carol Schwyzer, Board President; Colin Jones, Vice President; Bart Woolery, Secretary; Melinda Staveley, Treasurer; Susan Neufeldt, Craig Bennett, Charlene Little, Susan DuPont, Rev. Lee Bond-Upson, Interim Senior Minister; Erin Wilson, Director of Administration

Absent: Susan Plummer, Julia Hamilton, Associate Minister

Minutes: Keith Strohmaier

Process Checker: Joya Sexton

Time Keeper & Parliamentarian: Bart Woolery

Guests:

- I. **Opening, Check-In** **5:31**
 - a. President Carol Schwyzer read from a passage from *The Wise Heart*, by Jack Kornfield, on generosity practices. Attendees shared something going on with their lives.
- II. **Open Forum**
 - a. No comments were made in the open forum
- III. **Consent Agenda:** A motion to accept the Consent Agenda as written was made, seconded, and unanimously approved.
 - a. **Board Meeting Minutes – October 18, 2014**
- IV. **Written Reports:**
 - a. A motion to acknowledge receipt of the following reports was made, seconded, and unanimously approved:
 - i. **Executive Report** – Rev. Lee Bond-Upson
 - ii. **USSB Drafted Governance Policies** - Updated 8/19/2014
 - iii. **USSB Drafted Governance Policies Update** – Susan N.
 - iv. **Draft Senior Ministry Agreement**
 - v. **Draft Senior Minister Job Description**
 - vi. **Congregational Survey Results**
 - vii. **Budget Process/LRP Calendar** – Erin
 - viii. **Draft Bylaws**
 - b. The following report was shared at the meeting:
 - i. **President’s Memo (Board/Search Calendar)** – Carol Schwyzer
 - c. The following reports were not available for dissemination to the Board:

- i. **Financial Dashboard**
- ii. **Long Range Plan**

V. Executive Session

- a. The Board reconfirmed its decision to seek a second minister. The Board decided to seek a 3-year Assistant Minister if the internal candidate is called. The Board would convene a task force to carry out the search for a candidate. The Board would approve and hire the candidate.

VI. Old Business

6:10

a. USSB Drafted Governance Policies Update – Susan N.

- i. Susan Neufeldt thanked Charlene Little for proofing the document. The Board reviewed Policy 4.3.4 and approved the following version:
 - 1. The Lead Minister’s authority does not extend to supervising and/or interpreting Board policies to direct the Board President, individual Board members, or Board subgroups regarding Board policy. Nothing in this policy is intended to interfere with mutual interaction between the Board and the Lead Minister.
- ii. The Board decided to use the title Lead Minister instead of Senior Minister in the document.

VII. New Business

a. Reports removed from Consent Agenda or Written Reports

- i. No reports were moved to New Business.

b. Policy Governance, Bylaws Calendar & Plan – Craig Bennett

- i. Craig Bennett is finalizing his communication research. He will have his team and communication plan in place by the end of the year.

c. Long Range Plan & Budget Process – Carol Schwyzer

- i. President Carol Schwyzer shared that the ministers and Director of Administration Erin Wilson are reviewing our Long Range Plan to recommend updates for 2015-2016. These will be approved by the Board and recommended to the Congregation for adoption at the annual meeting. Rather than updating the plan for 2016-2017, ministers and Board will work with congregational leaders to create a new Long Range Plan based on our adopted values and mission.

d. Approve Senior Ministry Agreement & Job Description

- i. No action was taken on this item.

e. Review of Bylaws Draft Revision, Process moving forward

- i. The Board will take the next month to do a final review. The draft revised Bylaws will be approved at the December meeting.

f. Reports from Stewardship Visits

- i. Board members shared that congregants enjoy and appreciate their visits and are sharing their ideas about the Society.

g. Approval for Submission of Grant Request to City of Santa Barbara

- i. Board Members authorized submission of the Application to City of Santa Barbara for funding for the Freedom Warming Center, and designated DofA Erin Wilson as authorized individual to submit.

VIII. Oversight

a. Financial Dashboard

- i. This report was not available in time for dissemination to the Board.

b. Finance Committee Meeting Minutes – November 12, 2014 – Melinda Staveley

- i. Treasurer Melinda Staveley said the minutes were not available in time for the meeting. She shared that the audit committee is investigating the interpretation of a ruling on gifts to the endowment.

IX. Process Observations

- a. Joya was impressed with calmness and respect in the room. She felt members were prepared and participation was high.

X. Closing Reading

- a. How to be a UU leader by Denice Taft Davidoff from Bless the Imperfect, editor

XI. Adjournment

- a. President Carol Schwyzer accepted a motion to adjourn the meeting.

7:37

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